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**Subject: Change of Ownership**

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Effective Date: August 1, 2009

Revised from: October 1, 2006

**Policy:** Authorized WIC vendors shall notify the SA of the vendor's intent to change ownership. Failure to notify the SA in writing of such an event may result in the SA taking administrative action, including inactivating the vendor's WIC authorized stamp. If the stamp is inactivated, the Kansas WIC program's banking contractor no longer recognizes the stamp number as an eligible vendor. All checks submitted for payment after the stamp is inactivated shall be denied for payment and sent back to the vendor.

A change of ownership is defined for this policy as a change in the principle owner(s) or corporate officers of the business and/or the corporation has legally and/or permanently changed.

**Reference: 7 CFR § 246.12**

**Procedure:**

1. Any change in ownership will cause the existing WIC Vendor Participation Contract to become null and void. If the new owner applies for authorization as a Kansas WIC vendor, the LA shall treat this change in ownership as a new vendor authorization (see PPM Authorization Process for New Vendors VEN 02.00.00).
2. The SA will contact the new owner as soon as the application is received. This contact will enable the SA to gather information about the employees of the store. If the new owner confirms that the majority of staff is remaining unchanged and the SA is satisfied that the existing employees are knowledgeable in conducting WIC transactions, the new owner may continue accepting WIC checks and WIC fruit and vegetable checks (FVCs) while the application process is completed.
3. If the application is subsequently denied due to a failure to meet the established Evaluation and Selection Criteria (See PPM Vendor Evaluation and Selection Criteria VEN 02.01.00) or for discrepancies found during the on-site evaluation visit, the new owner will not be reimbursed for any WIC checks or FVCs redeemed during the application period.
4. If the applicant is approved and receives a signed Vendor Participation Contract and authorized WIC Vendor stamp, all checks shall be processed as per guidelines in the Vendor Procedures Manual.